الصف
الخامس
الابتدائي
٢٠٢٥

بنك اسئلة

المتميز

أ/ محمود سعيد

ELMotamyez Questions Bank

ICT

Final Revision

BY

Mrs . Salma Ahmed

Cartoon Science / ICT

5
الصف
الخامس

ملحق الإجابات
بالداخل

نسخة
مجانية

El.Motamyez.School

يمكنكم الحصول على المذكرات والاختبارات من خلال مسح رمز الـ QR Code
أو من خلال صفحة "المتميز - أ/ محمود سعيد".

Lesson 02 Digital citizenship and social responsibility

Digital citizenship

- As a digital citizen you have:

Rights | **Responsibilities**

Rights

1- Privacy
2- Protection from piracy
3- Ability to engage with others online
4- Provide and access information online
5- Ability to use the internet when you need to

Responsibilities

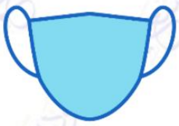
1- Respect others' privacy
2- Respect various sources
3- Exhibit positive behavior in interactions with others
4- Ensure safe sharing online

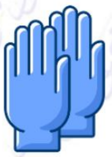
Social responsibility

- **You can use the internet to:**
  - 1- Help others via social media
  - 2- Contribute in social activities that help solve social issues like:
    - *Improving health care
    - * Fighting pollution
    - * Fighting the factors affecting climate change.

- **Peg Keiner uses** **social media** to spread information about how to safely get rid of Personal Protective Equipment (PPE) such as:

face masks | Disposable gloves





Remember

1- Express your opinions in a positive way.
2- Respect people's opinions.
3- Be sure that information sources (videos, articles) are accurate and easy to understand.
4- Don't spread false information.
5- Make sure the information you share and its purpose are clear.
6- Be mindful of the websites you use.
Stop visiting the site that spread false or harmful information

Corporate social responsibility

- Corporate social responsibility (CSR) means using the internet to help others by:
1- Addressing environmental concerns.
2- Supporting important causes.

Many companies include CSR tasks as part of their business plans

Lesson 04 Information websites

Reliable online libraries

1- The Alexandria Digital Library (ADL)

2- The Egyptian Knowledge Bank (EKB)

BIBLIOTHECA ALEXANDRINA
مكتبة الإسكندرية

Egyptian Knowledge Bank
بنك المعرفة المصري

The Egyptian Knowledge Bank (EKB)

EKB is largest online educational resources, including:
1- Articles
2- Dictionaries
3- Encyclopedias
4- Books
5- Video
6- Audio
7- Interactive files

The Egyptian Knowledge Bank (EKB)

- Content suitable for all ages.
- Safe and accurate sources.
- Free access for all Egyptian citizens.
- Files can be downloaded to your device.
- Material that is subject to copyright.

Helpful website features

1- Search engines inside the website:

- Search engine found within a web page
- Search engine provides results based on what you type in the field.

- The EKB and ADL content have specialized search engines.

2- Icons:

They can be clicked to reach other sections or webpages.

3- Menus:

- Menus help you to find information.
- Menus help you to avoid scrolling too much time. **(easy tion)**
- Menus include clear titles and content information.

4- Contact and About fields:

- Contact and about fields allow visitors to contact or learn more about the people involved in a website.
- About link include taglines (short information to provide an overall theme of the website)

Website Creation

- **WordPress is a software programs used to create websites.**

- **When you start creating your website:**

1- You can choose

blank template | pre-loaded templates

2- Once you choose a template to work with, you will be able to access free design tools to create your website.

- **Home page**

Home page is the first screen a visitor will see when visiting your site.

- **Steps to create a homepage:**

1- Write website title and a tagline
2- Add contact and about me page
3- Add Menus
4- Make sure that the appealing and theme is clear

Lesson 05 Commercial and non-commercial internet services

Types of websites

Non- commercial websites

- Noncommercial websites provide information or raise awareness on an issue.

Example: EKB – ADL

Bibliotheca Alexandrina Library

Egyptian Knowledge Bank
بنك المعرفة المصري

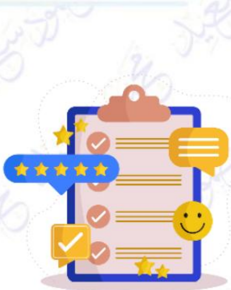
Commercial websites

- Commercial websites sell products or services.

amazon

Example: Amazon

- **Commercial websites include customer reviews which help**
  - **Business**
  - **Customers** to decide if they want to buy a product or not



➢ We can get information about a product by:

Reviews

Advertisements

Fake reviews

Positive reviews

A business or their family or friends writes their own positive reviews to make their product seem more appealing.

Negative reviews

Rival business post negative reviews under a false name on their competitors' sites to prevent customers from making a purchase.

1- Some reviews may not be entirely fake, but they may be misleading.
2- A review that's overly positive or negative shouldn't be trusted.
3- Extreme reactions to products aren't usually good indicators about a product or service's true value.

Advertisements

- Websites can use information about the sites you visit to place advertisements, that are geared towards your:

Interests

Geographic location

Age

Gender

Example 1:

Ahmed like football and electronics, when Ahmed watches videos online the advertisements that pop will be for sporting goods or computer products

Example 2:

If you visit a certain website or focus on a specific brand, the brand advertisements will pop up more whenever you visit other websites

Lesson 06 Using ICT for content creation

Microsoft Edge

- Microsoft Edge is the web browser that comes with Microsoft Windows.
- Microsoft Edge is web browser which help you browse, search, stream

The Collections feature in Microsoft Edge

- Collection organizes research in one place and on multiple devices.
- You can start a collection for each new project or assignment.
- In collection, you can add:

* Web pages	* Videos	* Images (including charts and graphs)
* Text	* Links	* Notes

- You can also export each collection to other apps (Excel and Word)

To start a collection:

1- Select Collections on the toolbar.

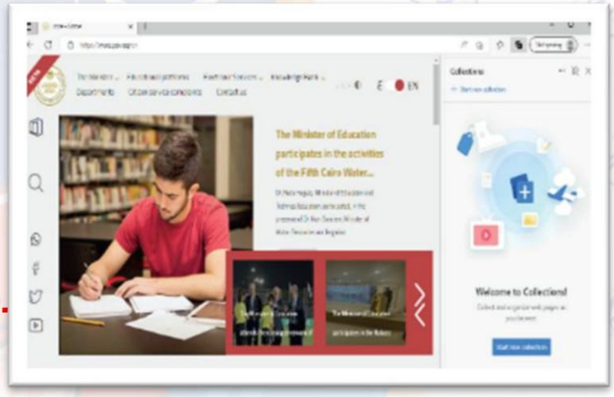
2- Select Start a New Collection.

3- Type the title of your collection.

4- Add content by selecting Add current page.

5- Drag an image into the collection.

6- Select text or links and drag them into a collection.


Collections
The Minister of Education participates in the activities of the Fifth Cairo Water...
Welcome to Collections!

Writing help (Microsoft Editor)

You can use Microsoft Editor to check for spelling and grammar.

- **Microsoft editor will highlight problems such as:**
  - * Capitalization errors
  - * Sentence fragments
  - * Missing or incorrect words and punctuation

- **Microsoft editor makes a suggestion to correct each error.**

You decide whether to accept or ignore each suggestion.

Editor icon in Word

- Select the Editor icon in from Word toolbar.
- To review possible grammar and spelling errors and refinements to improve clarity, formality, and conciseness

You can use the Editor online extension when you do searches or write emails.

Lesson 07

How to choose online sources

Online sources

- Online libraries
- Online Maps
- Online museums
- Specialized Search engines
- Website Meta information

1 - Online Libraries

- Online libraries are helpful for searching different media (images or videos)

-Online libraries sometimes include dictionaries, thesauruses and encyclopedias but these are on separate sites.

-Online libraries such as Alexandria Library, EKB have secure, verified information

Egyptian Knowledge Bank
بنك المعرفة المصري

2- Online Maps

- Online Maps provide clear and accurate directions to the required places
- **Google Maps** are accurate and regularly updated.

3- Online Museum

-They are wonderful reference sites that allow you to view museums digitally.
- They generally include information about each museum.

4- Specialized search engines

- Specialized search engines are very useful such as Google and Bing. Try to use appropriate keywords in your search, otherwise, some results might not be relevant.

- General search engines are also useful, but may lead you to unreliable pages or unsafe pages.

5 - A website's Meta information

- Meta information is the information about the site and its content (keywords)
- Meta information is displayed below each link in the search engine results to allows you to read more about the site before clicking on the link.
- At the bottom of websites there is information such as;
  - copyright notice
  - logo
  - contact information
  - social media icons

Clicking on these links help you know if the site reliable or not.

Lesson 08

Choosing between synchronous and asynchronous communication

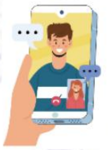
Online Communication

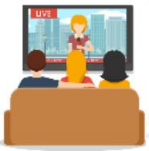
1- Synchronous communication

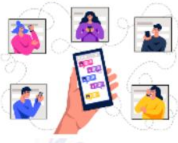
- It is a real-time communication
- Everyone interacting and taking in information at the same time
- It needs instant/ immediate response

Examples of synchronous communication tools:

- Video chats
- Live TV shows
- Instant chat rooms

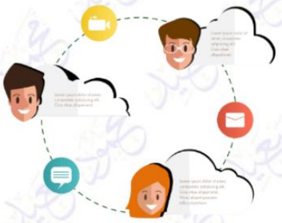






- Synchronous communication is useful when writing about a lighthearted, everyday matter, when communication with friends or family

2- Asynchronous communication



- It is a communication that does not occur in real time.
- It does not require an instant response.

Examples of Asynchronous communication tools:

- Email
- voice messages
- text messages
- recorded videos

Asynchronous communication is useful when:

- You are writing about serious or complicated matters with someone you don't know well or with someone in authority and you don't need an answer right away (immediate answer).

Whenever you're communicating, you should respect the following:

- **Be polite:**

PLEASE
BE
POLITE

* Use a polite tone in your communication.
* Even if you're upset about something, do not use language that could be upsetting to the recipient.
* Respect the recipient's feelings.

- **Be patient:**

Others may be busy or need time to respond to your message
Give them time to respond before sending another message.

- **Be helpful:**

Part of being a good digital citizen is helping others.
Use what you've learned and share what you know to help others.

- **Be clear:**

It's easy for misunderstandings to occur when communicating online.
- be sure your message is clear.
- Read it back to yourself before you send it to check for potential misinterpretations

Lesson 02 How digital devices work

Most software programs are downloaded from the internet

Installing Software

Windows PC	**Android device**
1- Find the program online.	1-Tap on the Apps icon.
2- Click the download button.	2- Go to the App store (Google Play stores)
3- Click on file (from Downloads)	3- Find the app you're looking for
4- A box will pop up, follow the instructions to finish installation process	4-Click Install

Updating Software

- Software programs often need to be updated.
- Updates help programs to run more efficiently.
- Many programs install necessary updates automatically.
- Some updates require a restart.

➢ **To manage updates:**

Windows PC	**Android device**
* Start button	* System
* Settings	* System Update
* Update and Security	* Follow the instructions to install the necessary updates.
* Windows update	

Troubleshoot Screen freezes

Windows PC

1-Press and hold the Ctrl + Alt + Del

2- Use Task manager to shut down “not responding” program

3- press and hold down power button for several seconds.

4- Wait a few seconds before restarting your device

Android device

Hold down the power button for 30 seconds and restart.

Binary numbers system

- Computers use binary system to store data.
- Binary numbers is a language that the computer understands
- The binary system uses the **two values** 1 and 0 to express data (numbers)
- Computers understand data (numbers) through binary electrical signals:

1
means ON

0
means OFF

Lesson 04

Determining the needs for a digital project

We must use technology to collect data to plan for the future.

Before starting your project, discuss in groups:

1- What will the final product be? Presentation, poster, web page, or film

2- Make list of things you need to deliver the project on time

3- Decide on the tools that you need

4- Assign roles based on the strengths and interests of each group member.

Some tools you may need for a group project:

Microsoft Word

- Word is an efficient program to use when working on projects.
- You can set up a word document to be edited by numerous users at different locations by setting up online editing.
- With an internet connection group members can work together at the same time

Click Edit Documents → Edit in word for the web.

Microsoft Paint

- Microsoft paint used to create images
- You can save these images and insert it into your document.

Email

- You can use email to send your work to other group members or to your teacher.
- Email allows you to attach a document or image
- Remember to always tell your group members that you're sending an attachment, so they know that it's safe to open.

Assigning roles

Assigning roles group members is important, you must discuss:

- The strengths of each group member.
- The things needed to complete the project: pictures, text, data
- The tools you need to complete the project.
- The format that will be used to deliver information.
- Then discuss who might be best suited for each aspect of the project and assign roles.
- Be sure to go over any questions group members may have and answer the questions as a group or ask your teacher for help.

Lesson 05

Gathering data and presenting information in action

MS Excel

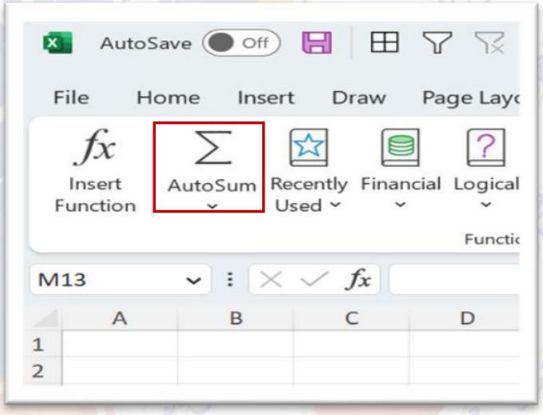
You can use Excel to create a formula, make and edit graph/ chart

1- To create the formula in the cell, Use (=)

`	Function	Formula
+	To add (sum)	= B2 + A1
-	To subtract	= B2 - A1
*	To multiply	= B2 * A1
/	To divide	= B2 / A1

2- To add up (sum) numbers:

- Select the cells you want to add together.
- Then click: Home >> AutoSum >> enter


AutoSave
Off
File
Home
Insert
Draw
Page Layo
Insert Function
AutoSum
Recently Used
Financial
Logical
Functio
M13
A
B
C
D
1
2

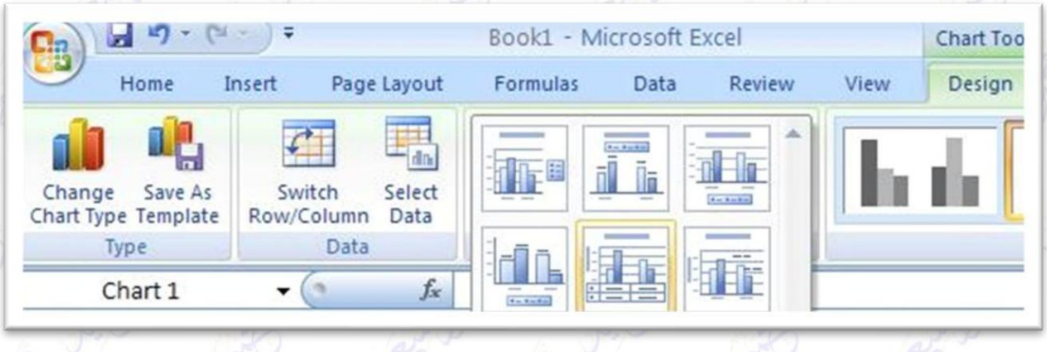
Editing Graphs

1- To Add titles
Toolbar >> Chart Design >> Add Chart Element

2- Choose the color
Toolbar >> Chart Design >> Format

3- Choose the type
Toolbar >> Chart Design >> Change chart type

4- Choose the layout
Toolbar >> Chart Design >> Quick Layout


Book1 - Microsoft Excel
Chart Too
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Change Chart Type
Save As Template
Type
Switch Row/Column
Select Data
Data
Chart 1

Digital information-handling skills

- Research information
- Collect information
- Classify information
- Process information

1- Researching:

- Define a research question
- To find information use internet or offline sources (books or school library)

2- Collection:

- Collect data by using Word, Excel (for numeric data), and pen and paper.
- Put data into specific files and folders for different types

3- Classification:

- Classify and provide a visual representation of data drawn in the form of a graph by using Excel

4- Processing:

Process information to get to results and share them.

You could use

Word	**Excel**	**PowerPoint**
for a report	for a spreadsheet	to create a presentation

Lesson 06

Presenting information in an appealing way

An effective presentation is like your favorite TV show or movie, it's a story that you are telling your audience, whatever the content.

Microsoft Word and PowerPoint

- Text can show important information in an appealing way.

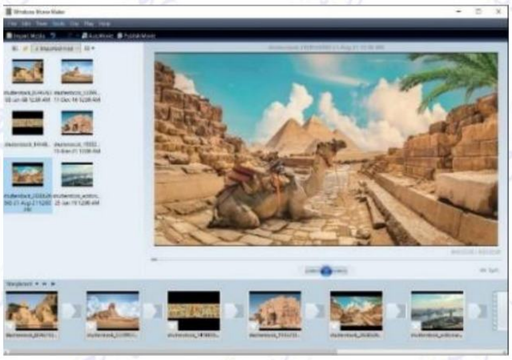
- Use one or two colors to write the information

- Put important text in **bold** to make key information stand out.
- You can insert WordArt to make text have even more impact

In PowerPoint

- Consider using different background colors.
- Use photographs that reflect the topic of your message can catch the viewer's eye.
- You can also insert shapes or even your own drawings.
- Graphs and charts are a good way to share data, especially numbers.
- Add audio to enhance your text, be sure that it's not too long or distracting.
- Using video clips in your presentation

Movie Maker



- You can use Movie Maker to make a film from a selection of still images.

- You should respect the intellectual property rights of others when using their photos, videos and audio files

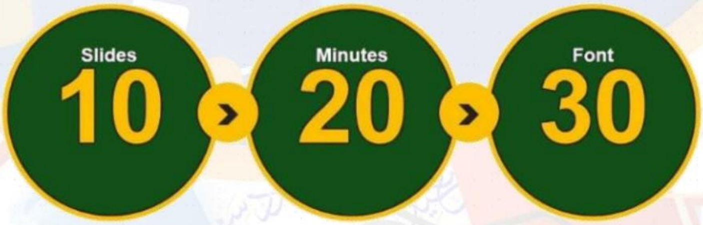
Lesson 07 Producing an effective presentation

- Go to View >> Slide Sorter to see an overview of your presentation.

Storyboard

- Storyboard is a chart that shows a sequence of content that forms a plan or outline of your presentation.
- Using Microsoft PowerPoint to make storyboards can be valuable to help producing an effective presentation.
- Storyboards allow you to plan and organize your ideas
- Storyboards allow you to tell the story you want in a simple way.
- Storyboards allow you to pre-visualize the results of presentation
- Storyboards help you give an organized and understandable presentation.

The 10-20-30 rule of Microsoft PowerPoint



10: up to ten slides only
20: no longer than 20 minutes
30: font no smaller than 30

- PowerPoint Presentation shouldn't have too much information or take up too much time that will overwhelm the audience.
- Font size should be easy to read.

- **Design tab** offers alternatives to the normal black-and-white design of your presentation.

Lesson 08 Web design principles

Creating a web page

- You can create a web page through Word Press program
- **You can also use Microsoft Word to create your web page.**

- Choose the View tab >> Web layout

- Save a file as a web page File >> Save as >> Web page.

The Web page Components:

- **Image:**

larger image that reflects the main message.

- **Heading:**

- A title that catches your audience's attention.

- It should have a larger font size than the rest of the text so that it stands out.

- **Subheadings:**

- Subheading break up information and allow your audience to see what a particular section of your story is about.

- Subheadings have a smaller font size than headings.

- **Main text:**

- The main text will tell the story.

- The main text is smaller than subheadings, but must still be clearly visible.

- Use suitable font size and simple fonts so your message is not hard to read.

*PowerPoint and web pages can include audio and video.

* HTML (Hypertext Markup Language) is the language that will be displayed on a web browser

Second term Questions Bank

اسئلة تقييمات الوزارة

Question 01 Read and Choose the Correct answer

① Using the internet by companies to help others, and addressing environmental causes is knowing as ....

ⓐ Challenges ⓑ showdowns ⓒ corporate social responsibility (CSR)

② Protection from piracy on the internet is considered from ....

ⓐ Rights ⓑ Ideas ⓒ Interactions

③ .... program is used to create websites

ⓐ Excel ⓑ Word ⓒ WordPress

④ .... is considered from reliable online websites

ⓐ Facebook ⓑ EKB ⓒ YouTube

⑤ To start a new collection on Microsoft Edge web browser, you can press ....

ⓐ Start New Collection ⓑ Copy Fill ⓒ Past Fill

⑥ .... is considered from the non-commercial websites.

ⓐ Facebook ⓑ Amazon ⓒ EKB

⑦ From the examples of specialized search engines ....

ⓐ Bing ⓑ Word ⓒ Excel

⑧ From synchronous communication tools ....

ⓐ Email ⓑ Instant chat rooms ⓒ Recorded video

⑨ To solve the problem of the screen freezing, click ....

ⓐ F5+Enter ⓑ Del+F1 ⓒ Crtl+Alt+Del

⑩ Computers understand data through .... electrical signals

ⓐ Mono 1 ⓑ Binary 0,1 ⓒ Trilogy 3

⑪ To edit a document on a Word file, you must.........................document

ⓐ Paste ⓑ Select ⓒ Copy

⑫ .... helps you to send your work to your teacher and colleagues within the group

ⓐ Email ⓑ YouTube ⓒ Paint

⑬ Use .... search engine on search.

ⓐ Google ⓑ Home ⓒ Paint

⑭ .... program is used to make a film from a selection of still images.

ⓐ Word ⓑ Paint ⓒ Movie Maker

⑮ .... is a chart that shows a specific content sequence in the form of a chart.

ⓐ Storyboard ⓑ Playlists ⓒ Menu Bar

⑯ .... is the hypertext markup language.

ⓐ Java ⓑ HTML ⓒ Python

Question 02 put (true) or (false)

اسئلة تقييمات الوزارة

① Protection from piracy on the internet is from Digital citizenship rights. (   )

② The Internet is used to improve health care provided to citizens. (   )

③ Respecting others' privacy is from the digital citizenship responsibilities. (   )

④ The Internet contributes to social activities that help in some social issues. (   )

⑤ Exhibit positive behavior in interactions with others on the internet is considered from the digital citizenship responsibilities. (   )

⑥ It is important to make sure of the source of information you get about different topics. (   )

⑦ The website of Alexandria Digital Library is considered from the reliable online websites. (   )

⑧ The Egyptian Knowledge Bank provides many free various educational materials. (   )

⑨ The Egyptian Knowledge Bank is considered from the reliable online websites. (   )

⑩ The Egyptian Knowledge Bank website provides the ability to download files to your device. (   )

⑪ The website of Alexandria Digital Library and Egyptian Knowledge
Bank are considered from the reliable online websites. (   )

⑫ The Egyptian Knowledge Bank provides free use of content for Egyptians and foreigners. (   )

⑬ The purpose of commercial websites is to sell products or provide services. (   )

⑭ Microsoft Edge enables you to create databases. (   )

⑮ Amazon is an example of a commercial website. (   )

⑯ Microsoft Edge collection enables you to add images, text, and links. (   )

⑰ The Egyptian Knowledge Bank is considered a non-commercial website. (   )

⑱ Microsoft Edge is the web browser that comes with Microsoft Windows. (   )

⑲ Asynchronous communication requires communication and immediate response between people. (   )

⑳ Digital libraries provide searching for various media such as images and videos and downloading it. (   )

㉑ Google digital maps enable you to locate clear and accurate directions for places. (   )

㉒ Instant chat rooms are asynchronous communication tools. (   )

㉓ Electronic museums allow users to view the museum on digital devices. (   )

㉔ Electronic mail is considered from synchronous communication tools which require an instant response. (   )

㉕ The Internet enables you to download programs and applications from official application stores. (   )

㉖ Computers use binary systems to store data. (   )

㉗ When you download a file for a specific program, this file appears to you in the Download folder. (   )

㉘ Computers do not understood Numbers in binary systems. (   )

㉙ The software on the computers must be constantly updated to work efficiently. (   )

㉚ The binary system uses 0,1 to express numbers on computers. (   )

㉛ Paint program is used when working on various projects. (   )

㉜ Microsoft Word allows multiple users around the world to edit the same document online (   )

㉝ Paint program is used to edit and save images. (   )

㉞ Microsoft Word is one of the useful programs for the implementation of a project. (   )

㉟ Before starting a project, it is not necessary for group members to understand their roles in the project ( )

㊱ Email helps you send your work to your teacher and group colleagues. ( )

㊲ Using Excel, you can add up a group of cells. ( )

㊳ Graphs and charts are a good way to share data. ( )

㊴ Using Excel, you can perform a calculation on a group of cells ( )

㊵ Power Point presentation program allows adding effects to slides. ( )

㊶ The Paint program helps you classify and process information. ( )

㊷ It is better to add audio content to enhance the text and image on the presentation. ( )

㊸ The storyboard helps you to organize your ideas in the right sequence within your presentation. ( )

㊹ HTML is considered a hypertext markup language. ( )

㊺ The presentation should contain a huge amount of information. ( )

㊻ Hypertext markup language (HTML) helps you to design a web page. ( )

㊼ The font size within the presentation should be appropriate and easy to read. ( )

㊽ HTML is an abbreviation for Hyper Text Markup Language. ( )

㊾ When you download a file for a specific program, that file appears in the Download folder. ( )

㊿ The binary system 0.1 is used to express numbers on computers. ( )

(51) Microsoft Word allows multiple users around the world to edit the same document through the internet. ( )

(52) Paint program helps you in classifying and processing information. ( )

(53) HTML is a hypertext markup language. ( )

Question 01 Read and Choose the Correct answer

اسئلة اختبارات المحافظات

① Digital citizenship is divided in to....................

ⓐ rights ⓑ responsibilities ⓒ a and b

② Respecting others' privacy is one of your..........as a digital citizen.

ⓐ rights ⓑ responsibilities ⓒ piracy

③ Digital citizenship means you have rights, such as your...............

ⓐ privacy ⓑ Piracy ⓒ keyboard

④ As a digital citizen, we have.....................and responsibilities.

ⓐ tasks ⓑ rights ⓒ Roles

⑤ ....is the abbreviation of corporate social responsibility.

ⓐ GPS ⓑ CSR ⓒ ICT

⑥ Being socially responsible includes being mindful of the .... we use.

ⓐ websites ⓑ printer ⓒ paper

⑦ We shouldn't spread............... information.

ⓐ nice ⓑ good ⓒ false

⑧ Before sharing sources with others, you must be sure that they are................

ⓐ untrusted ⓑ Fake ⓒ accurate

⑨ Expressing your opinion in a .... is a social responsibility.

ⓐ positive way ⓑ negative way ⓒ a and b

⑩ Alexandria Digital Library and Egyptian Knowledge Bank are .... libraries

ⓐ online ⓑ offline ⓒ untrusted

⑪ .... are from the advantages of Egyptian Knowledge Bank (EKB).

ⓐ Free access ⓑ Easily to download files ⓒ Both (a) and (b)

⑫ The first screen a visitor will see when visiting your site is called ....

ⓐ About ⓑ Homepage ⓒ Contacts

⑬ Safe and accurate sources are from the advantages of ....

ⓐ EKB ⓑ PPE ⓒ school e-library

⑭ Examples of reliable online libraries include ....

ⓐ Alexandria digital library ⓑ Egyptian knowledge bank ⓒ a and b

⑮ .... are found directly within a web page and provide results based on what you type in the field

ⓐ Games ⓑ Recipes ⓒ Search engines

⑯ The EKB and ADL websites have a specialized ....

ⓐ personal information ⓑ search engine ⓒ browser

⑰ .... is a software programs that is used to create websites.

ⓐ WordPress ⓑ Excel ⓒ PowerPoint

⑱ Websites often put..............that much your interests, geographical location, age and gender

ⓐ Comments ⓑ advertisements ⓒ Tools

⑲ The purpose of commercial websites is..............

ⓐ helping students ⓑ providing news ⓒ selling products

⑳ .... is/are ways to get information about a product

ⓐ Reviews ⓑ Advertisements ⓒ a and b

㉑ The purpose of .... websites is to sell products or services.

ⓐ commercial ⓑ share ⓒ libraries

㉒ .... is an example of a commercial website

ⓐ ADL ⓑ Amazon ⓒ EKB

㉓ The purpose of non-commercial websites is to ....

ⓐ Provide Information ⓑ raise awareness ⓒ b and c

㉔ The aim of negative reviews of a business is to.........potential customers from making a purchase

ⓐ encourage ⓑ prevent ⓒ Allow

㉕ Your friend bought one of the football equipment from Amazon, which means he used a .... site.

ⓐ social ⓑ non-commercial ⓒ Commercial

㉖ Go to collection at the .... corner of Microsoft Edge to start new collection

ⓐ up ⓑ down ⓒ Right

㉗ The .... feature in Microsoft Edge organizes research in one place and on multiple devices

ⓐ Search ⓑ Collections ⓒ Chat

28 In .... you can also export each collection to other apps, such as Excel and Word.

ⓐ Google Chrome ⓑ Microsoft Edge ⓒ Internet Explorer

29 The Editor icon is in word's ....

ⓐ title bar ⓑ keyboard ⓒ Toolbar

30 You can also .... each collection to other apps such as Excel and Word

ⓐ print ⓑ copy ⓒ Export

31 You can use .... to check for spelling and grammar

ⓐ Microsoft Editor ⓑ collections ⓒ YouTube

32 .... is the web browser that comes with Microsoft windows

ⓐ Microsoft Edge ⓑ Firefox ⓒ Opera

33 .... provide(s) clear and accurate directions to the required places

ⓐ Facebook ⓑ YouTube ⓒ Google Maps

34 Online libraries such as.......... have secure, verified information

ⓐ Alexandria Library ⓑ EKB ⓒ both (a) and (b)

35 Sites that allow you to view museums digitally are ....

ⓐ emails ⓑ the EKB ⓒ online museums

36 Google or Bring are very useful............

ⓐ online libraries ⓑ specialized search engines ⓒ online museum

37 A ....is a resource to find copyright-free information

ⓐ creative commons search ⓑ Google Chrome ⓒ office apps

38 The meta information of the sites are placed .... each link.

ⓐ above ⓑ below ⓒ opposite to

39 .... allow(s) you to read more about the site before clicking on the link.

ⓐ Online libraries ⓑ Meta information ⓒ About link

40 .... is from specialized search engines.

ⓐ Editor ⓑ Bing ⓒ Google Maps

41 One of the asynchronous communications digital tools is..................

ⓐ video chats ⓑ instant chat rooms ⓒ recorded videos

㊷ When communicating online, your friend may have misunderstanding, so your message must be …………

ⓐ secret ⓑ clear ⓒ unreliable

㊸ ………………… communication doesn't occur in real time and doesn't require an instant response.

ⓐ Synchronous ⓑ Asynchronous ⓒ Real-time

㊹ In online communication, you should be …………

ⓐ impolite ⓑ unclear ⓒ helpful

㊺ The E-mail, voice and text messages are the tool of …………………communication

ⓐ synchronous ⓑ asynchronous ⓒ real

㊻ …………. communication is real-time communication between people

ⓐ synchronous ⓑ asynchronous ⓒ Email

㊼ Asynchronous communication tools include ……………………

ⓐ live television shows ⓑ email ⓒ instant chat rooms

㊽ It's recommended to use ………… communication to write about a light hearted or everyday matter to get the response immediately

ⓐ asynchronous ⓑ synchronous ⓒ recorded videos

㊾ One from of the asynchronous communications digital tools is…………………

ⓐ text messages ⓑ recorded videos ⓒ live television shows

㊿ ……………… help programs to run more efficiently

ⓐ Installs ⓑ Updates ⓒ Removes

(51) In the computer binary system, the number (0) means ………………………… .

ⓐ on ⓑ off ⓒ One

(52) To install a software in Android devices, go to ………………………… .

ⓐ Google Chrome ⓑ Google Play Store ⓒ Windows

(53) When downloading file from the internet, you will find it in ………………

ⓐ Recycle bin ⓑ Pictures folder ⓒ Downloads folder

(54) Most software programs, like …………… are downloaded from the internet

ⓐ MS Office ⓑ Google Chrome ⓒ a and b

(55) To solve the problem of the screen freezing in Windows, you can press……

ⓐ Enter key ⓑ Alt+Del ⓒ Ctrl+Alt+Del

56 To solve the problem of screen freezes on Android devices, press ....

ⓐ Ctrl+Alt ⓑ power button for 30 seconds ⓒ Del+Alt+Ctrl

57 In Android to check for updates, go to .... then System Update

ⓐ System ⓑ Search box ⓒ Taskbar

58 It's recommended to download software from.............. sources

ⓐ unreliable ⓑ untrusted ⓒ reliable

59 The binary system uses the value(s) .... to express the binary numbers system.

ⓐ 0 ⓑ 1 ⓒ a and b

60 Computers use .... to store data more efficiently.

ⓐ binary system ⓑ the internet ⓒ box

61 The option .... in word program allows editing the document by multiple users

ⓐ edit document for web ⓑ print ⓒ save as

62 You must press on download button to .... the program

ⓐ install ⓑ delete ⓒ edit

63 Many users around the world can edit the same document if the .... feature is enabled

ⓐ online editing ⓑ online sharing ⓒ online searching

64 When creating new email, you can attach ....

ⓐ text file ⓑ image file ⓒ a,b

65 .... are tools you may need to make a project

ⓐ Microsoft Word ⓑ Microsoft point ⓒ a,b

66 You can use .... to send your work to other group members or to your teacher

ⓐ Paint program ⓑ YouTube ⓒ E-mail

67 Microsoft Word program is one of .... apps.

ⓐ Microsoft Office 365 ⓑ Microsoft Windows ⓒ programming languages

68 Dr. Ponce de Leon uses .... to collect data to plan

ⓐ technology ⓑ papers ⓒ electric machines

(69) By using ...., you can create and save images then insert them into your document
ⓐ Microsoft Edge ⓑ Microsoft Excel ⓒ Microsoft Paint

(70) To add up numbers in Excel, select the cells you want to add together, then click .... from the Home Tab.
ⓐ Chart Design ⓑ Quick Layout ⓒ AutoSum

(71) You can use Microsoft Word to create ....
ⓐ reports ⓑ web pages ⓒ graphs

(72) ....tab contains the AutoSum function
ⓐ Layout ⓑ Home ⓒ Design

(73) The formula begins with .... sign
ⓐ + ⓑ = ⓒ -

(74) .... tab in Excel contains the AutoSum function.
ⓐ Layout ⓑ Design ⓒ Home

(75) To add up numbers: Select the .... you want to add together, then click: Home Tab then AutoSum the Enter
ⓐ cells ⓑ column ⓒ rows

(76) The color of the graph can be chosen from the command ....
ⓐ Add Chart Element ⓑ Format ⓒ AutoSum

(77) You can use the .... program to collect numeric information.
ⓐ Word ⓑ Excel ⓒ Paint

(78) Excel graphs provide a .... representation of data
ⓐ visual ⓑ audio ⓒ video

(79) Which of the following formulas is considered the correct formula for adding number in two cells in Excel
ⓐ =B2/C1 ⓑ =B2+C1 ⓒ =B2+C1

(80) To divide the numbers within the cell in Excel, you can use the .... sign
ⓐ % ⓑ / ⓒ –

(81) You can use .... program to create tables and graphs
ⓐ Excel ⓑ Paint ⓒ Google play

(82) You can insert .... to make the text have even more impact.
ⓐ Save ⓑ WordArt ⓒ Paint Art

(83) .... is one of the apps of Microsoft office and it's used to create presentations

ⓐ Microsoft Word ⓑ Microsoft Paint ⓒ Microsoft PowerPoint

(84) You can use .... program to make a film from a group of still images.

ⓐ Movie Maker ⓑ Excel ⓒ Word

(85) You can put important text in......... font to make key information stand out

ⓐ bold ⓑ save ⓒ file

(86) In PowerPoint program, you can add .... to the slide

ⓐ sound ⓑ shapes ⓒ a,b

(87) The 10 - 20 - 30 rule is used in the .... program.

ⓐ Word ⓑ Excel ⓒ PowerPoint

(88) By using storyboards, you can make .... presentation

ⓐ difficult ⓑ understandable ⓒ strange

(89) To make storyboards to help you produce an effective presentation, you can use ....

ⓐ PowerPoint ⓑ Excel ⓒ WordPress

(90) .... is a chart that shows a sequence of content that forms a plan or outline of your presentation

ⓐ Graph ⓑ Smart Tablet ⓒ Storyboard

(91) It is better not to exceed the duration of presentation for .... minutes.

ⓐ 10 ⓑ 20 ⓒ 30

(92) To see an overview of your presentation, click on view than ....

ⓐ Normal ⓑ Slide sorter ⓒ Slide show

(93) A presentation should not contain more than .... slides.

ⓐ 10 ⓑ 20 ⓒ 30

(94) When creating a presentation, the font size should be ....

ⓐ difficult to read ⓑ very small ⓒ easy to read

(95) The main .... should be suitable and smaller than subheadings

ⓐ text size ⓑ picture size ⓒ sound length

(96) Your story should have a title or .... that catches your audience's attention

ⓐ subheading ⓑ sound ⓒ heading

97 To save your document as a web page, select Save As from .... menu.

ⓐ Home ⓑ File ⓒ Design

98 Subheadings have a font size .... the size of the main headings.

ⓐ bigger than ⓑ smaller than ⓒ the same as

99 ....stands for (Hypertext Markup Language)

ⓐ HMTL ⓑ TMLH ⓒ HTML

اسئلة اختبارات المحافظات

Question 02 **put (true) or (false)**

① Piracy is one of your rights as a digital citizen. ( )

② We should express our opinions in negative way ( )

③ If a site is spreading false or harmful information, stop visiting this site. ( )

④ You should spread false information. ( )

⑤ One of your rights as a digital citizen is privacy on the internet ( )

⑥ Protection from piracy is one of your rights as a digital citizen. ( )

⑦ You do not have the right to use the internet when you need it. ( )

⑧ Make sure the information you share and its purpose aren't clear. ( )

⑨ One of the social responsibilities is to respect others' opinions ( )

⑩ You should use negative words when communicating online. ( )

⑪ You can use the internet to help others via social media ( )

⑫ You can share any video without checking its accuracy. ( )

⑬ Be sure the information you share and its purpose are clear ( )

⑭ You can't use the internet to discuss the factors affecting climate change and find new solutions ( )

⑮ We can use Paint program to create webpages ( )

⑯ EKB is considered one of the unreliable online sources ( )

⑰ Downloading files from the EKB to your device is not allowed ( )

⑱ The EKB offers material that is subject to copyrights. ( )

⑲ The EKB has safe and reliable resources ( )

⑳ The content of (EKB) is suitable for children only ( )

㉑ Icons can be clicked to reach other sections or webpages ( )

㉒ EKB offers materials that is subject to copyright. ( )

㉓ EKB access isn't free for all Egyptian citizens. ( )

㉔ Helpful websites don't have search engines inside them ( )

㉕ Menus include clear titles and content information ( )

㉖ A review that's extremely positive or negative shouldn't be trusted ( )

㉗ We can buy products online from non-commercial websites ( )

㉘ The purpose of non-commercial websites is to provide information. ( )

㉙ Commercial websites often include customer reviews ( )

㉚ Some reviews may not be entirely fake, but they may be misleading. ( )

㉛ Websites can use information about the sites you visit ( )

㉜ Websites are either commercial or non-commercial ( )

㉝ You cannot export a collection to Excel or Word. ( )

㉞ You can use Microsoft Editor to check the spelling and grammar ( )

㉟ You can start a collection for each new project or assignment ( )

㊱ You can't add video to collection in Microsoft Edge ( )

㊲ Collection is the Microsoft Edge browser feature used to organize research results ( )

㊳ The browser can help you browse, search, stream ( )

㊴ Browsers can help you search for and view videos online. ( )

㊵ You can use Collection to check the spelling and grammar. ( )

㊶ All online information is trusted. ( )

㊷ When using specialized search engines, try to use appropriate keywords in your search ( )

㊸ Meta information is displayed above the link in the search engine result. ( )

㊹ General search engines are also useful but may lead you to unreliable pages (   )

㊺ Google Maps is considered accurate and is regularly updated (   )

㊻ Online libraries sometimes include newspaper and messages (   )

㊼ Online museums are wonderful reference sites that allow you to view museums digitally (   )

㊽ One of the most famous search engines is Bing. (   )

㊾ Online maps provide clear and accurate directions to the required places such as Google Maps (   )

㊿ Asynchronous communications is useful when you need an immediate or quick response (   )

(51) Synchronous communication does not occur in real time (   )

(52) There is just one type of communication. (   )

(53) Recorded videos are example of asynchronous communication (   )

(54) Whenever you're communicating, you should respect the recipient's feelings (   )

(55) Be polite and patient when communicating with others online (   )

(56) The binary system uses only the values 1 & 2 (   )

(57) Binary numbers is a language that the computer understands (   )

(58) Most software programs are downloaded from the internet. (   )

(59) In windows operating system, some major updates require a restart (   )

(60) We should download software from unreliable sources. (   )

(61) To edit image use Microsoft Paint program (   )

(62) It's recommended to tell your group members that you're sending an attachment (   )

(63) It's important to plan your work before starting. (   )

(64) You cannot setup a word document to be edit by numerous users (   )

(65) Assigning roles is based on the interests of each group member (   )

(66) After finishing the research, you can share the research results (   )

(67) To add the values of the cells, use sign * sign (   )

(68) PowerPoint program used to create presentations. (   )

(69) Excel program is used to create presentations (   )

(70) AutoSum is used to divide cell values automatically in Excel. (   )

(71) In PowerPoint consider using different background colors (   )

(72) You can't add shapes to slides in PowerPoint program (   )

(73) It is not preferred to add video clips in your presentation (   )

(74) We use Movie Maker to make a film from a selection of still images. (   )

(75) Graphs and charts are good tools to share data, especially numbers. (   )

(76) You cannot insert an image into a Word document. (   )

(77) An effective presentation is just like your favorite Tv show or movie (   )

(78) A storyboard helps you organize your ideas in sequence. (   )

(79) The 10-20-30 rule is used in Microsoft Excel (   )

(80) A PowerPoint presentation should present too much information (   )

(81) HLTM is the language that will be displayed on a web browser. (   )

(82) Web pages can't include audio and video. (   )

(83) HTML is a program for creating presentations (   )

(84) Titles font size should be smaller than the main text (   )

انتهت الأسئلة مع أطيب الامنيات بالنجاح والتوفيق

الصف
الخامس
الابتدائي
٢٠٢٥

بنك اسئلة

المتميز

أ/ محمود سعيد

Model Answers

ICT

Final Revision

BY

Mrs . Salma Ahmed

Cartoon Science

5
الصف
الخامس

El.Motamyez.School

محمود سعيد

Second term Questions Bank

اسئلة تقييمات الوزارة

Question 01 Read and Choose the Correct answer

① Using the internet by companies to help others, and addressing environmental causes is knowing as ....
ⓐ Challenges ⓑ showdowns [✓ ⓒ corporate social responsibility (CSR)]

② Protection from piracy on the internet is considered from ....
[✓ ⓐ Rights] ⓑ Ideas ⓒ Interactions

③ .... program is used to create websites
ⓐ Excel ⓑ Word [✓ ⓒ WordPress]

④ .... is considered from reliable online websites
ⓐ Facebook [✓ ⓑ EKB] ⓒ YouTube

⑤ To start a new collection on Microsoft Edge web browser, you can press ....
[✓ ⓐ Start New Collection] ⓑ Copy Fill ⓒ Past Fill

⑥ .... is considered from the non-commercial websites.
ⓐ Facebook ⓑ Amazon [✓ ⓒ EKB]

⑦ From the examples of specialized search engines ....
[✓ ⓐ Bing] ⓑ Word ⓒ Excel

⑧ From synchronous communication tools ....
ⓐ Email [✓ ⓑ Instant chat rooms] ⓒ Recorded video

⑨ To solve the problem of the screen freezing, click ....
ⓐ F5+Enter ⓑ Del+F1 [✓ ⓒ Crtl+Alt+Del]

⑩ Computers understand data through .... electrical signals
ⓐ Mono 1 [✓ ⓑ Binary 0,1] ⓒ Trilogy 3

⑪ To edit a document on a Word file, you must.......................document
ⓐ Paste [✓ ⓑ Select] ⓒ Copy

⑫ .... helps you to send your work to your teacher and colleagues within the group

ⓐ [✓ Email] ⓑ YouTube ⓒ Paint

⑬ Use .... search engine on search.

ⓐ [✓ Google] ⓑ Home ⓒ Paint

⑭ .... program is used to make a film from a selection of still images.

ⓐ Word ⓑ Paint ⓒ [✓ Movie Maker]

⑮ .... is a chart that shows a specific content sequence in the form of a chart.

ⓐ [✓ Storyboard] ⓑ Playlists ⓒ Menu Bar

⑯ .... is the hypertext markup language.

ⓐ Java ⓑ [✓ HTML] ⓒ Python

Question 02 put (true) or (false)

اسئلة تقييمات الوزارة

① Protection from piracy on the internet is from Digital citizenship rights. ✓

② The Internet is used to improve health care provided to citizens. ✓

③ Respecting others' privacy is from the digital citizenship responsibilities. ✓

④ The Internet contributes to social activities that help in some social issues. ✓

⑤ Exhibit positive behavior in interactions with others on the internet is considered from the digital citizenship responsibilities. ✓

⑥ It is important to make sure of the source of information you get about different topics. ✓

⑦ The website of Alexandria Digital Library is considered from the reliable online websites. ✓

⑧ The Egyptian Knowledge Bank provides many free various educational materials. ✓

⑨ The Egyptian Knowledge Bank is considered from the reliable online websites. ✓

⑩ The Egyptian Knowledge Bank website provides the ability to download files to your device. ✓

⑪ The website of Alexandria Digital Library and Egyptian Knowledge Bank are considered from the reliable online websites. ✓

⑫ The Egyptian Knowledge Bank provides free use of content for Egyptians and foreigners. ✗

⑬ The purpose of commercial websites is to sell products or provide services. ✓

⑭ Microsoft Edge enables you to create databases. ✗

⑮ Amazon is an example of a commercial website. ✓

⑯ Microsoft Edge collection enables you to add images, text, and links. ✓

⑰ The Egyptian Knowledge Bank is considered a non-commercial website. ✓

⑱ Microsoft Edge is the web browser that comes with Microsoft Windows. ✓

⑲ Asynchronous communication requires communication and immediate response between people. ✗

⑳ Digital libraries provide searching for various media such as images and videos and downloading it. ✓

㉑ Google digital maps enable you to locate clear and accurate directions for places. ✓

㉒ Instant chat rooms are asynchronous communication tools. ✗

㉓ Electronic museums allow users to view the museum on digital devices. ✓

㉔ Electronic mail is considered from synchronous communication tools which require an instant response. ✗

㉕ The Internet enables you to download programs and applications from official application stores. ✓

㉖ Computers use binary systems to store data. ✓

㉗ When you download a file for a specific program, this file appears to you in the Download folder. ✓

㉘ Computers do not understood Numbers in binary systems. ✗

㉙ The software on the computers must be constantly updated to work efficiently. ✓

㉚ The binary system uses 0,1 to express numbers on computers. ✓

㉛ Paint program is used when working on various projects. ✓

㉜ Microsoft Word allows multiple users around the world to edit the same document online ✓

㉝ Paint program is used to edit and save images. ✓

㉞ Microsoft Word is one of the useful programs for the implementation of a project. ✓

㉟ Before starting a project, it is not necessary for group members to understand their roles in the project ✗

㊱ Email helps you send your work to your teacher and group colleagues. ✓

㊲ Using Excel, you can add up a group of cells. ✓

㊳ Graphs and charts are a good way to share data. ✓

㊴ Using Excel, you can perform a calculation on a group of cells ✓

㊵ Power Point presentation program allows adding effects to slides. ✓

㊶ The Paint program helps you classify and process information. ✗

㊷ It is better to add audio content to enhance the text and image on the presentation. ✓

㊸ The storyboard helps you to organize your ideas in the right sequence within your presentation. ✓

㊹ HTML is considered a hypertext markup language. ✓

㊺ The presentation should contain a huge amount of information. ✗

㊻ Hypertext markup language (HTML) helps you to design a web page. ✓

㊼ The font size within the presentation should be appropriate and easy to read. ✓

㊽ HTML is an abbreviation for Hyper Text Markup Language. ✓

㊾ When you download a file for a specific program, that file appears in the Download folder. ✓

㊿ The binary system 0.1 is used to express numbers on computers. ✓

(51) Microsoft Word allows multiple users around the world to edit the same document through the internet. ✓

(52) Paint program helps you in classifying and processing information. ✗

(53) HTML is a hypertext markup language. ✓

Question 01 Read and Choose the Correct answer

أسئلة اختبارات المحافظات

① Digital citizenship is divided in to....................

ⓐ rights ⓑ responsibilities ⓒ [✓ a and b]

② Respecting others' privacy is one of your..........as a digital citizen.

ⓐ rights ⓑ responsibilities ⓒ piracy

③ Digital citizenship means you have rights, such as your...............

ⓐ privacy ⓑ Piracy ⓒ keyboard

④ As a digital citizen, we have.....................and responsibilities.

ⓐ tasks ⓑ rights ⓒ Roles

⑤ ....is the abbreviation of corporate social responsibility.

ⓐ GPS ⓑ CSR ⓒ ICT

⑥ Being socially responsible includes being mindful of the .... we use.

ⓐ websites ⓑ printer ⓒ paper

⑦ We shouldn't spread............... information.

ⓐ nice ⓑ good ⓒ false

⑧ Before sharing sources with others, you must be sure that they are................

ⓐ untrusted ⓑ Fake ⓒ accurate

⑨ Expressing your opinion in a .... is a social responsibility.

ⓐ positive way ⓑ negative way ⓒ a and b

⑩ Alexandria Digital Library and Egyptian Knowledge Bank are .... libraries

ⓐ online ⓑ offline ⓒ untrusted

⑪ .... are from the advantages of Egyptian Knowledge Bank (EKB).

ⓐ Free access ⓑ Easily to download files ⓒ Both (a) and (b)

⑫ The first screen a visitor will see when visiting your site is called ....

ⓐ About ⓑ Homepage ⓒ Contacts

⑬ Safe and accurate sources are from the advantages of ....

ⓐ EKB ⓑ PPE ⓒ school e-library

⑭ Examples of reliable online libraries include ....

ⓐ Alexandria digital library ⓑ Egyptian knowledge bank ⓒ a and b

15. .... are found directly within a web page and provide results based on what you type in the field

ⓐ Games
ⓑ Recipes
ⓒ Search engines

16. The EKB and ADL websites have a specialized ....

ⓐ personal information
ⓑ search engine
ⓒ browser

17. .... is a software programs that is used to create websites.

ⓐ WordPress
ⓑ Excel
ⓒ PowerPoint

18. Websites often put..............that much your interests, geographical location, age and gender

ⓐ Comments
ⓑ advertisements
ⓒ Tools

19. The purpose of commercial websites is..............

ⓐ helping students
ⓑ providing news
ⓒ selling products

20. .... is/are ways to get information about a product

ⓐ Reviews
ⓑ Advertisements
ⓒ a and b

21. The purpose of .... websites is to sell products or services.

ⓐ commercial
ⓑ share
ⓒ libraries

22. .... is an example of a commercial website

ⓐ ADL
ⓑ Amazon
ⓒ EKB

23. The purpose of non-commercial websites is to ....

ⓐ Provide Information
ⓑ raise awareness
ⓒ b and c

24. The aim of negative reviews of a business is to.........potential customers from making a purchase

ⓐ encourage
ⓑ prevent
ⓒ Allow

25. Your friend bought one of the football equipment from Amazon, which means he used a .... site.

ⓐ social
ⓑ non-commercial
ⓒ Commercial

26. Go to collection at the .... corner of Microsoft Edge to start new collection

ⓐ up
ⓑ down
ⓒ Right

27. The .... feature in Microsoft Edge organizes research in one place and on multiple devices

ⓐ Search
ⓑ Collections
ⓒ Chat

㉘ In .... you can also export each collection to other apps, such as Excel and Word.

ⓐ Google Chrome ⓑ Microsoft Edge ⓒ Internet Explorer

㉙ The Editor icon is in word's ....

ⓐ title bar ⓑ keyboard ⓒ Toolbar

㉚ You can also .... each collection to other apps such as Excel and Word

ⓐ print ⓑ copy ⓒ Export

㉛ You can use .... to check for spelling and grammar

ⓐ Microsoft Editor ⓑ collections ⓒ YouTube

㉜ .... is the web browser that comes with Microsoft windows

ⓐ Microsoft Edge ⓑ Firefox ⓒ Opera

㉝ .... provide(s) clear and accurate directions to the required places

ⓐ Facebook ⓑ YouTube ⓒ Google Maps

㉞ Online libraries such as.......... have secure, verified information

ⓐ Alexandria Library ⓑ EKB ⓒ both (a) and (b)

㉟ Sites that allow you to view museums digitally are ....

ⓐ emails ⓑ the EKB ⓒ online museums

㊱ Google or Bring are very useful............

ⓐ online libraries ⓑ specialized search engines ⓒ online museum

㊲ A ....is a resource to find copyright-free information

ⓐ creative commons search ⓑ Google Chrome ⓒ office apps

㊳ The meta information of the sites are placed .... each link.

ⓐ above ⓑ below ⓒ opposite to

㊴ .... allow(s) you to read more about the site before clicking on the link.

ⓐ Online libraries ⓑ Meta information ⓒ About link

㊵ .... is from specialized search engines.

ⓐ Editor ⓑ Bing ⓒ Google Maps

㊶ One of the asynchronous communications digital tools is...................

ⓐ video chats ⓑ instant chat rooms ⓒ recorded videos

㊷ When communicating online, your friend may have misunderstanding, so your message must be …………

ⓐ secret ⓑ **clear** ⓒ unreliable

㊸ ………………… communication doesn't occur in real time and doesn't require an instant response.

ⓐ Synchronous ⓑ **Asynchronous** ⓒ Real-time

㊹ In online communication, you should be …………

ⓐ impolite ⓑ unclear ⓒ **helpful**

㊺ The E-mail, voice and text messages are the tool of …………………communication

ⓐ synchronous ⓑ **asynchronous** ⓒ real

㊻ …………. communication is real-time communication between people

ⓐ **synchronous** ⓑ asynchronous ⓒ Email

㊼ Asynchronous communication tools include ……………………

ⓐ live television shows ⓑ **email** ⓒ instant chat rooms

㊽ It's recommended to use ………… communication to write about a light hearted or everyday matter to get the response immediately

ⓐ asynchronous ⓑ **synchronous** ⓒ recorded videos

㊾ One from of the asynchronous communications digital tools is……………….

ⓐ text messages ⓑ recorded videos ⓒ **live television shows**

㊿ ……………. help programs to run more efficiently

ⓐ Installs ⓑ **Updates** ⓒ Removes

(51) In the computer binary system, the number (0) means ………………………… .

ⓐ on ⓑ **off** ⓒ One

(52) To install a software in Android devices, go to ………………………. .

ⓐ Google Chrome ⓑ **Google Play Store** ⓒ Windows

(53) When downloading file from the internet, you will find it in ……………..

ⓐ Recycle bin ⓑ Pictures folder ⓒ **Downloads folder**

(54) Most software programs, like …………… are downloaded from the internet

ⓐ MS Office ⓑ Google Chrome ⓒ **a and b**

(55) To solve the problem of the screen freezing in Windows, you can press……

ⓐ Enter key ⓑ Alt+Del ⓒ **Ctrl+Alt+Del**

(56) To solve the problem of screen freezes on Android devices, press ....

ⓐ Ctrl+Alt ⓑ [✓ power button for 30 seconds] ⓒ Del+Alt+Ctrl

(57) In Android to check for updates, go to .... then System Update

ⓐ [✓ System] ⓑ Search box ⓒ Taskbar

(58) It's recommended to download software from.............. sources

ⓐ unreliable ⓑ untrusted ⓒ [✓ reliable]

(59) The binary system uses the value(s) .... to express the binary numbers system.

ⓐ 0 ⓑ 1 ⓒ [✓ a and b]

(60) Computers use .... to store data more efficiently.

ⓐ [✓ binary system] ⓑ the internet ⓒ box

(61) The option .... in word program allows editing the document by multiple users

ⓐ [✓ edit document for web] ⓑ print ⓒ save as

(62) You must press on download button to .... the program

ⓐ [✓ install] ⓑ delete ⓒ edit

(63) Many users around the world can edit the same document if the .... feature is enabled

ⓐ [✓ online editing] ⓑ online sharing ⓒ online searching

(64) When creating new email, you can attach ....

ⓐ text file ⓑ image file ⓒ [✓ a,b]

(65) .... are tools you may need to make a project

ⓐ Microsoft Word ⓑ Microsoft point ⓒ [✓ a,b]

(66) You can use .... to send your work to other group members or to your teacher

ⓐ Paint program ⓑ YouTube ⓒ [✓ E-mail]

(67) Microsoft Word program is one of .... apps.

ⓐ [✓ Microsoft Office 365] ⓑ Microsoft Windows ⓒ programming languages

(68) Dr. Ponce de Leon uses .... to collect data to plan

ⓐ [✓ technology] ⓑ papers ⓒ electric machines

⑥⑨ By using ...., you can create and save images then insert them into your document

ⓐ Microsoft Edge ⓑ Microsoft Excel ⓒ Microsoft Paint

⑦⓪ To add up numbers in Excel, select the cells you want to add together, then click .... from the Home Tab.

ⓐ Chart Design ⓑ Quick Layout ⓒ AutoSum

⑦① You can use Microsoft Word to create ....

ⓐ reports ⓑ web pages ⓒ graphs

⑦② ....tab contains the AutoSum function

ⓐ Layout ⓑ Home ⓒ Design

⑦③ The formula begins with .... sign

ⓐ + ⓑ = ⓒ -

⑦④ .... tab in Excel contains the AutoSum function.

ⓐ Layout ⓑ Design ⓒ Home

⑦⑤ To add up numbers: Select the .... you want to add together, then click: Home Tab then AutoSum the Enter

ⓐ cells ⓑ column ⓒ rows

⑦⑥ The color of the graph can be chosen from the command ....

ⓐ Add Chart Element ⓑ Format ⓒ AutoSum

⑦⑦ You can use the .... program to collect numeric information.

ⓐ Word ⓑ Excel ⓒ Paint

⑦⑧ Excel graphs provide a .... representation of data

ⓐ visual ⓑ audio ⓒ video

⑦⑨ Which of the following formulas is considered the correct formula for adding number in two cells in Excel

ⓐ =B2/C1 ⓑ =B2+C1 ⓒ =B2+C1

⑧⓪ To divide the numbers within the cell in Excel, you can use the .... sign

ⓐ % ⓑ / ⓒ –

⑧① You can use .... program to create tables and graphs

ⓐ Excel ⓑ Paint ⓒ Google play

⑧② You can insert .... to make the text have even more impact.

ⓐ Save ⓑ WordArt ⓒ Paint Art

83. .... is one of the apps of Microsoft office and it's used to create presentations
ⓐ Microsoft Word ⓑ Microsoft Paint ⓒ Microsoft PowerPoint

84. You can use .... program to make a film from a group of still images.
ⓐ Movie Maker ⓑ Excel ⓒ Word

85. You can put important text in......... font to make key information stand out
ⓐ bold ⓑ save ⓒ file

86. In PowerPoint program, you can add .... to the slide
ⓐ sound ⓑ shapes ⓒ a,b

87. The 10 - 20 - 30 rule is used in the .... program.
ⓐ Word ⓑ Excel ⓒ PowerPoint

88. By using storyboards, you can make .... presentation
ⓐ difficult ⓑ understandable ⓒ strange

89. To make storyboards to help you produce an effective presentation, you can use ....
ⓐ PowerPoint ⓑ Excel ⓒ WordPress

90. .... is a chart that shows a sequence of content that forms a plan or outline of your presentation
ⓐ Graph ⓑ Smart Tablet ⓒ Storyboard

91. It is better not to exceed the duration of presentation for .... minutes.
ⓐ 10 ⓑ 20 ⓒ 30

92. To see an overview of your presentation, click on view than ....
ⓐ Normal ⓑ Slide sorter ⓒ Slide show

93. A presentation should not contain more than .... slides.
ⓐ 10 ⓑ 20 ⓒ 30

94. When creating a presentation, the font size should be ....
ⓐ difficult to read ⓑ very small ⓒ easy to read

95. The main .... should be suitable and smaller than subheadings
ⓐ text size ⓑ picture size ⓒ sound length

96. Your story should have a title or .... that catches your audience's attention
ⓐ subheading ⓑ sound ⓒ heading

97. To save your document as a web page, select Save As from .... menu.

ⓐ Home ⓑ [✓ File] ⓒ Design

98. Subheadings have a font size .... the size of the main headings.

ⓐ [✓ bigger than] ⓑ smaller than ⓒ the same as

99. ....stands for (Hypertext Markup Language)

ⓐ HMTL ⓑ TMLH ⓒ [✓ HTML]

Question 02 put (true) or (false)

اسئلة اختبارات المحافظات

1. Piracy is one of your rights as a digital citizen. ✗
2. We should express our opinions in negative way ✗
3. If a site is spreading false or harmful information, stop visiting this site. ✓
4. You should spread false information. ✗
5. One of your rights as a digital citizen is privacy on the internet ✓
6. Protection from piracy is one of your rights as a digital citizen. ✓
7. You do not have the right to use the internet when you need it. ✗
8. Make sure the information you share and its purpose aren't clear. ✗
9. One of the social responsibilities is to respect others' opinions ✓
10. You should use negative words when communicating online. ✗
11. You can use the internet to help others via social media ✓
12. You can share any video without checking its accuracy. ✗
13. Be sure the information you share and its purpose are clear ✓
14. You can't use the internet to discuss the factors affecting climate change and find new solutions ✗
15. We can use Paint program to create webpages ✗
16. EKB is considered one of the unreliable online sources ✗
17. Downloading files from the EKB to your device is not allowed ✗
18. The EKB offers material that is subject to copyrights. ✓

⑲ The EKB has safe and reliable resources ✓

⑳ The content of (EKB) is suitable for children only ✗

㉑ Icons can be clicked to reach other sections or webpages ✓

㉒ EKB offers materials that is subject to copyright. ✓

㉓ EKB access isn't free for all Egyptian citizens. ✗

㉔ Helpful websites don't have search engines inside them ✗

㉕ Menus include clear titles and content information ✓

㉖ A review that's extremely positive or negative shouldn't be trusted ✓

㉗ We can buy products online from non-commercial websites ✗

㉘ The purpose of non-commercial websites is to provide information. ✓

㉙ Commercial websites often include customer reviews ✓

㉚ Some reviews may not be entirely fake, but they may be misleading. ✓

㉛ Websites can use information about the sites you visit ✓

㉜ Websites are either commercial or non-commercial ✓

㉝ You cannot export a collection to Excel or Word. ✗

㉞ You can use Microsoft Editor to check the spelling and grammar ✓

㉟ You can start a collection for each new project or assignment ✓

㊱ You can't add video to collection in Microsoft Edge ✗

㊲ Collection is the Microsoft Edge browser feature used to organize research results ✓

㊳ The browser can help you browse, search, stream ✓

㊴ Browsers can help you search for and view videos online. ✓

㊵ You can use Collection to check the spelling and grammar. ✗

㊶ All online information is trusted. ✗

㊷ When using specialized search engines, try to use appropriate keywords in your search ✓

㊸ Meta information is displayed above the link in the search engine result. ✗

㊹ General search engines are also useful but may lead you to unreliable pages ✓

㊺ Google Maps is considered accurate and is regularly updated ✓

㊻ Online libraries sometimes include newspaper and messages ✗

㊼ Online museums are wonderful reference sites that allow you to view museums digitally ✓

㊽ One of the most famous search engines is Bing. ✓

㊾ Online maps provide clear and accurate directions to the required places such as Google Maps ✓

㊿ Asynchronous communications is useful when you need an immediate or quick response ✗

(51) Synchronous communication does not occur in real time ✗

(52) There is just one type of communication. ✗

(53) Recorded videos are example of asynchronous communication ✓

(54) Whenever you're communicating, you should respect the recipient's feelings ✓

(55) Be polite and patient when communicating with others online ✓

(56) The binary system uses only the values 1 & 2 ✗

(57) Binary numbers is a language that the computer understands ✓

(58) Most software programs are downloaded from the internet. ✓

(59) In windows operating system, some major updates require a restart ✓

(60) We should download software from unreliable sources. ✗

(61) To edit image use Microsoft Paint program ✗

(62) It's recommended to tell your group members that you're sending an attachment ✓

(63) It's important to plan your work before starting. ✓

(64) You cannot setup a word document to be edit by numerous users ✗

(65) Assigning roles is based on the interests of each group member ✓

(66) After finishing the research, you can share the research results ✓

(67) To add the values of the cells, use sign * sign ✗

(68) PowerPoint program used to create presentations. ✓

(69) Excel program is used to create presentations ✗

(70) AutoSum is used to divide cell values automatically in Excel. ✗

(71) In PowerPoint consider using different background colors ✓
(72) You can't add shapes to slides in PowerPoint program ✗
(73) It is not preferred to add video clips in your presentation ✗
(74) We use Movie Maker to make a film from a selection of still images. ✓
(75) Graphs and charts are good tools to share data, especially numbers. ✓
(76) You cannot insert an image into a Word document. ✗
(77) An effective presentation is just like your favorite Tv show or movie ✓
(78) A storyboard helps you organize your ideas in sequence. ✓
(79) The 10-20-30 rule is used in Microsoft Excel ✗
(80) A PowerPoint presentation should present too much information ✗
(81) HLTM is the language that will be displayed on a web browser. ✓
(82) Web pages can't include audio and video. ✗
(83) HTML is a program for creating presentations ✗
(84) Titles font size should be smaller than the main text ✗

انتهت الأسئلة مع أطيب الامنيات بالنجاح والتوفيق